

**BOARD of TRUSTEES, Warwick Public Library, Warwick RI  
BIDS REQUESTED FOR**

**Bid #2021L-02 Purchase & Install Reference Workroom Flooring**

Specifications are available in the Administrative Office, Warwick Public Library, 600 Sandy Lane, Warwick RI, Monday through Friday, 9:00 AM until 4:00 PM on or after February 16, 2021 on the City of Warwick's website <http://www.warwickri.gov/bids>.

Sealed bids will be received in the Administrative Office, Warwick Public Library, 600 Sandy Lane, Warwick, RI 02889 until **12:00 PM on March 5, 2021**. The bids will be opened publicly commencing at **12:00 PM** on the same day in the Administrative Office, Warwick Public Library.

Awards shall be made on the basis of the lowest evaluated or responsive bid price as per our specifications. The Board of Trustees of the Warwick Public Library is not obligated to accept the lowest bid and reserves the right to reject any and all bids or amend the scope of the project. Please note that no bids can be accepted via email or fax.

Individuals requesting interpreter services for the hearing impaired must notify the Warwick Public Library at 401-921-9759 at least 48 hours in advance of the bid opening date.

Warwick Public Library

**Bid #2021L-02 Purchase & Install Workroom Flooring**  
**Request for Bids**

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Sealed bids will be received in the Administrative Office, Warwick Public Library, 600 Sandy Lane, Warwick, RI 02889 until **12:00 PM on Friday, March 5, 2021**. The bids will be opened publicly commencing at **12:00 PM** on the same day in the Administrative Office, Warwick Public Library.

The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap for any position for which the employee or applicant is qualified and that in the event of noncompliance the Library may declare the contractor in breach and take any necessary legal recourse including termination or cancellation of the contract.

A bidder filing a bid thereby certifies that no officer, agent, or employee of the Library or City has a pecuniary interest in the bid or has participated in contract negotiations on the part of the Library, that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same call for bids, and that the bidder is competing solely in his own behalf without connection with, or obligation to, any undisclosed person or firm.

**All bids should be submitted with one (1) original in a sealed envelope. The exterior of the envelope shall be plainly marked to include: Your Company Name and "Bid #2021L-02 Install Workroom Flooring".** Bids received prior to the time of the opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a bid not properly addressed and identified. No bids shall be accepted via fax or email.

All questions pertaining to these specifications should be referred to Jana Stevenson, Director, Warwick Public Library, 600 Sandy Lane, Warwick RI 02889, 401-921-9759.

Any deviation from the specifications must be noted in writing and attached as part of the bid. The Bidder shall indicate the item or part with the deviation and indicate how the bid will deviate from the specifications.

Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it is opened

The successful bidder must provide the Warwick Public Library with an ***original*** certificate of insurance for General Liability in a minimum **amount of \$1 million** naming the ***City of Warwick as the additional insured*** and so stated on the certificate with the bid name and bid number.

The successful bidder must furnish a labor and material bond, and a performance bond in the amount of 100% of the cost of the project within ten (10) calendar days after notification of award or the Library reserves the right to rescind said award.

Failure to provide adequate insurance coverage within the specified duration of time as set forth is a materials breach of contract and grounds for termination of the contract.

The contractor must carry sufficient liability insurance and agree to indemnify the Library against all claims of any nature, which might arise as a result of his operations or conduct of work.

The successful bidder must comply with all Rhode Island Laws, applicable to public works projects, including, but not limited to provisions of Chapter 13 of Title 37 of the Rhode Island General Laws, pertaining to prevailing wage rates, and all other applicable local, state and federal laws. Prevailing Wages will apply to this bid. Current rates may be viewed at <http://www.wdol.gov/dba.aspx#0>.

**The IRS Form W-9 must be completed and submitted with the bid if the bidder falls under IRS requirements to file this form.**

**Prices to be held firm through December 30, 2021.**

The Library is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph I, as amended.

Awards shall be made on the basis of the lowest evaluated or responsive bid price.

The Board of Trustees of the Warwick Public Library is not obligated to accept the lowest bid and reserves the right to reject any and all bids or amend the scope of the project.

The Library reserves the right to terminate the contract or any part of the contract in the best interests of the Library, upon 30-day notice to the contractor. The Library shall incur no liability for materials or services not yet ordered if it terminates in the best interests of the Library. If the Library terminates in the interests of the Library after an order for materials or services has been placed, the contractor shall be entitled to compensation upon submission of invoices and proper proof of claim, in that proportion which its services and products were satisfactorily rendered or provided, as well as expenses necessarily incurred in the performance of work up to time of termination.

All costs directly or indirectly related to the preparation of a response to this solicitation, or any presentation or communication to supplement and/or clarify any response to this solicitation, which may be required or requested by the Library, shall be the sole responsibility of and shall be borne by the respondent.

If the respondent is awarded a contract in accordance with this solicitation and the respondent's bid or response, and if the respondent fails or refuses to satisfy fully all of the respondent's obligations there under, the Warwick Public Library shall be entitled to recover from the respondent any losses, damages or costs incurred by the Library as a result of such failure or refusal.

The Library reserves the right to rescind award for non-compliance to bid specifications.

**The successful bidder must adhere to all City, State and Federal Laws, where applicable.**

Warwick Public Library  
Bid #2021L-02 Install Reference Workroom Flooring

**I. Project description**

The Board of Trustees of the Warwick Public Library invites bids for removal of carpet from the Reference Library Workroom and installation of carpet as specified in this document.

**II. Background**

The Warwick Library is a two-story structure of approximately 63,000 square feet. The building was renovated and expanded in 1998 when the current flooring being replaced was installed.

**III. Specific services sought**

1. Area to be floored is approximately 1,600 sq. ft.  
Provide final measurement for the area. **Measurement and ordering carpet and base is the responsibility of the vendor.**
2. Work must be completed so as not to impede staff or the public. Costs and timeline must include this.  
  
Work must be done when the library is closed to the public.  
Open hours: M-Wed. (9-8); Th-Sat (9-5); Sun (1-5). **A work schedule must be included with the quote.**
3. Furniture moving is the responsibility of the vendor. Furniture consists of desks, file cabinets, water cooler, and book-carts on wheels. It is the responsibility of the vendor to inspect the room and furnishings to be moved.
4. Remove and dispose of glued down carpet, pad and floor base molding.
5. Examine area and conditions under which work of this section will be performed. Correct conditions detrimental to timely and proper completion of the work. Do not proceed until unsatisfactory conditions are corrected.
6. Thoroughly clean substrata and remove adhesive residue, oil, grease, paint, hardeners and other items that would adversely affect the bond of the adhesive.
7. Make substrata level and free from irregularities. Assure one constant floor height after carpet is installed, flashing and filling low spots and grinding high spots as required. Use appropriate transitions from carpet tiles to current carpeting.
8. Use glue down system, releasable carpet tile adhesive as recommended by carpet manufacturer, as well as appropriate adhesive for linoleum.
9. Carpet tiles are 1 sq. meter, tufted modular carpet with comfort plus ES cushion, install straight lay.

10. Carpet: Milliken Theory, Pattern: Pop Quiz, Color: 205 Raisin
11. Base: Johnsonite 4" Vinyl Cove Base, Color to be determined.
12. Clean and vacuum the carpet and clean linoleum prior to final acceptance.
13. Provide carpet house stock to the Library of 3% of the total.

#### **IV. Site Visit**

Respondents to this request who wish to visit the Library may do so, during regular library hours, and by appointment only. Contact: Jana Stevenson, Library Director, 401-921-9759.

#### **V. Selection process**

All bids must be received at the Library in the office of the Director by *12:00 PM, Friday, March 5, 2021* at which time they will be opened publicly.

Awards shall be made on the basis of the lowest evaluated or responsive bid price. The Board of Trustees of the Warwick Public Library is not obligated to accept the lowest bid and reserves the right to reject any and all bids or amend the scope of the project.

Bid evaluations will consider costs, qualifications and experience of the respondent.

#### **VI. Bid requirements**

All bids must include a completed bid form.

**BID FORM**

Warwick Public Library

**Bid #2021L-02 Purchase & Install Reference Workroom Flooring**

CONTRACTOR'S NAME: \_\_\_\_\_

CONTRACTOR'S ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

The undersigned proposed to furnish all labor at prevailing wage rate and materials required for the removal of old carpet, preparation of the floor and installation of new carpet for the areas described in the bid at the Central Library at 600 Sandy Lane, Warwick Rhode Island for the Contract price specified below. The undersigned agrees that, if selected as the General Contractor, the terms of the Bid will be executed *before December 30, 2021*.

**Base Price:** To include all work specified or required for the completion of the project. Work which interferes with public and staff access must be done after 8 p.m. Monday through Thursday, or after 5 p.m. Thursday through Sunday. Price to include purchase, preparation, installation and cleanup.

**Workroom TOTAL: \$** \_\_\_\_\_

**Warranty:** \_\_\_\_\_

**Timeline:** \_\_\_\_\_

Contractor's hourly RI prevailing wage rate for a Carpet Layer: \_\_\_\_\_ OT \_\_\_\_\_

Contractor's hourly RI prevailing wage rate for a Carpet Layer's Helper: \_\_\_\_\_ OT \_\_\_\_\_

**Attach 2 references** for similar contracts including names and contact information.

Authorized signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_